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SAN FRANCISCO DEPARTMENT OF CITY PLANNING

ADMINISTRATIVE WORK PROGRAM TO July 1, 1952

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Prepared by the Director of Planning
DEPARTMENT OF CITY PLANNING
City and County of San Francisco

With the Advice of the Department's
Program Planning Committee

January 25, 1951

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SAN FRANCISCO DEPARTMENT OF CITY PLANNING ADMINISTRATIVE WORK PROGRAM TO JULY 1, 1952

Work Categories	Major Responsibility	Priority	Work Status
A. General Administration			
1. Determination of general policy and program	City Planning Commission		Continuing
a. Consideration and decision on administrative matters	Director - Secretary		
b. Direction and review of staff activities	Director		
2. Official and Public relations			Continuing
a. Coordination with activities of other departments	Director		
b. Representation of department	Director		
3. Administrative services	Director - Secretary		Continuing
B. Zoning Administration			
1. Zoning, variance, and set-back hearings	City Planning Commission Director - Zoning Division		Continuing
2. Processing of zoning applications including field inspections and posting	Zoning Division		Continuing
3. Preparing zoning appeal reports and presenting at Board of Supervisors	Zoning Division		Continuing
4. Checking applications for building permits	Zoning Division		Continuing
5. Processing of zoning complaints and attending hearings at District Attorney's office	Zoning Division		Continuing
6. Handling inquiries by telephone and letter and at the counter	Zoning Division		Continuing

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Work Categories	Major Responsibility	Priority	Work Status
C. Master Plan Effectuation			
1. New Comprehensive Zoning Plan:			
a. Comparative analysis of new zoning district with community land use plans	Land Planning Division	A	In progress
b. Comparative analysis of zoning ordinances of other cities with proposed new provisions	Zoning and Research and Administration Divisions	A	In progress
c. Preparation of graphic material showing new ordinance provisions	Land Planning Division	A	In progress
d. Review by Commission	City Planning Commission - Director	A	In progress
e. Revision of amended text provisions and maps following commission review	Director - All Divisions	A	In progress
f. Necessary procedure, public hearings, etc., for enactment of proposed ordinance into law	City Planning Commission - Director	A	In progress
2. Urban Redevelopment Plans and Studies			
a. Prepare preliminary site plan for Diamond Heights area	Land Planning	A	In progress
b. Prepare preliminary site plan for McLaren Park-Candlestick Point area	Land Planning	A	In progress
c. Demonstration study south of Market Street of commercial and industrial redevelopment	Land Planning and Research and Administration	A	New project
d. Survey of additional redevelopment areas	Land Planning and Research and Administration	C	New project
3. Capital Improvement Program			
a. Preparation of instructions and project forms for departments to submit information showing projects to proceed in major war, limited war and peace.	Research and Administration		Continuing
b. Discussions and meetings with departments concerning their programs	Research and Administration and Land Planning		Continuing
c. Receipt of project information. Tabulating and analyzing same	Research and Administration		Continuing
d. Review by Commission of projects for conformity with master plan	City Planning Commission		Continuing

	Work Categories	Major Responsibility	Priority	Work Status
D	**Master Plan Revision**			
1.	Land use section of Master Plan	City Planning Commission		
a.	City-wide land use plan Completing text and maps for Introduction and Part I of Land Use Section of the Master Plan	Land Planning	A	In progress
b.	12 detailed community area land use plans Preparing for each of the following, using standardized procedure, a land use plan in reproducible form, scale 1"=400', to include: community and neighborhood boundaries; major thoroughfares; population density pattern; extent and location of public and private land uses; and text stating principles and description of each community plan: Community 1 - Park Presidio 2 - Richmond 3 - Marina 4 - Russian Hill-North Beach 5 - Western Addition 6 - Buena Vista 7 - Mission 8 - Potrero-Bernal 9 - Bayshore 10 - Outer Mission 11 - West of Twin Peaks 12 - Sunset	Land Planning	A	In progress
c.	Detailed land use plans for the 4 working areas 1) Planning analysis and land use plans to guide development of commercial and industrial areas	Research and Administration Land Planning	B	New project
d.	Special area plans within community or working areas			
	1) Civic Center area - develop plan for expansion	Land Planning	A	New project
	2) Twin Peaks area - prepare preliminary site plan	Land Planning	A	In progress
	3) Hunters Point area - develop plan to integrate public housing projects with private development	Research and Administration	B	New project

Work Categories	Major Responsibility	Priority	Work Status
D. Master Plan Revision (cont'd)			
2. Transportation section of Master Plan	Director		
a. Trafficways Plan Determine property and construction costs of freeways, priorities for construction, and program for financing. Determine priorities and program for financing for other trafficways. Carry out above with civil defense requirements in mind; alleviate critical bottlenecks, service new industrial sites.	Land Planning Division	A	In progress
b. Revise Through Street and Traffic Control Plan In relation to Trafficways Plan and One-Way Street Plan revise through street plan to expedite traffic flow.	Land Planning Division	A	In progress
c. Parking Plan Revise off-street parking section of master plan to guide more clearly the Parking Authority	Land Planning Division	A	In progress
d. Transit Plan Cooperate with Municipal Railway in planning for transit improvements including defense period requirements	Land Planning Division	A	In progress
e. Terminals Plan Develop plan for air, rail and bus terminals	Land Planning Division	C	In progress
3. Comprehensive official master plan	Director - Staff	A	In progress

Work Categories	Major Responsibility	Priority	Work Time
Planning Research and Review	Director		
1. Civil defense services			
a. Aid in setting up disaster relief planning analysis, showing population, facilities, and traffic routes affected.	Research and Administration	A	Continuing
b. Information bulletins reporting federal and state defense programs affecting planning and construction.	Research and Administration	A	Continuing
c. Arrange for microfilming and photography of records and maps of the department.	Land Planning Division and [illegible]	A	[illegible]
d. Prepare report on costs of acquisition of freeway right of way where useful for firebreak, on request.	[illegible]	[illegible]	[illegible]
e. Bay Area "Ambarli Belt" maps.	Land Planning and Research and Administration	Non-Finite	No
2. Land use research for master plan and new zoning ordinance			
a. Complete analysis and report on zoning plan for shopping areas.	Research and Administration	A	In progress
b. Complete comparisons and report zoning district space requirements in zoning plan.	Zoning Division and [illegible]	A	In progress
c. Complete report on trend in land use 1940-1950.	Research and Administration	A	In progress
d. Prepare report on vacant land and tideland and its suitability for defense and long range industry and housing.	Land Planning Division and Research and Administration	A	New project
e. Prepare report on space requirements for commerce and industry in the working areas.	Research and Administration	A	New project

S.F.Dept. of City Planning Administrative Work Program to July 1. 1952 (cont'd)

Work Categories	Major Responsibility	Priority	Work Status
E. Planning Research Services (cont'd)			
3. Redevelopment			
a. Complete housing market analysis.	Research and Administration	A	In progress
b. Complete environment ratings in Western Addition redevelopment area.	Research and Administration and Land Planning Division	A	In progress
c. Complete land use monographs on communities in which redevelopment is proposed.	Research and Administration	A	In progress
4. Cooperate in Bay Area Studies			
a. Small boats harbors and shoreline development.	Research and Administration and Land Planning Division	C	In progress
b. Tidelands planning and development.	Research and Administration	C	In progress
c. Industrial land use and zoning.	Zoning Division	C	In progress
F. Public Information			
1. Publications and Bulletins	City Planning Commission Director - Staff	As required	
2. Public Lectures and Discussions		As required	
3. Exhibitions		As required	
4. Press		As required	

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